POSITION: Administrative Assistant  
DEPARTMENT: Admissions & Student Financial Planning  
DATE POSTED: 07/01/2016

Shift: Primarily M-F; 37.5 hours/week

Essential Duties and Responsibilities:
- Serves as departmental receptionist/front-desk support and first point of contact for guests and visitors.
- Assists administrative staff with correspondence, data entry, student contact, travel and conference arrangements, word processing, and appointment setting.
- Mails prospect packets and other materials.
- Maintains Admissions’ utility email account.
- Orders office supplies; maintain supply inventory; oversee maintenance of office equipment.
- Processes check requests, office billing, and reconcile Visa statements.
- Retrieves, opens and distributes mail; scans, logs, tracks and files documents.
- Assists with mail merging and mass mailings.
- Tours, visits and follow-up activities: take prospects on tours when Ambassadors cannot; set up tour and class visit calendars; send prospects follow-up email.
- Assists with special projects, reports and event planning.
- Processes miscellaneous phone calls, greet visitors and set counseling appointments.
- Serves as back-up for other Administrative Supports.
- Other duties as assigned.

Qualifications:
AA/AS degree preferred. Minimum of two (2) years administrative support experience required. A high level of organization, flexibility and multi-tasking, judgment and interpersonal skills are required. Excellent follow-through is required. Ability to work as a positive team player. Should possess excellent written and verbal communication skills as well as strong customer service skills. Must be detail oriented and maintain confidentiality at all times. Must maintain awareness of and participation in external professional environment and ensures the highest level of professional standards is applied to service delivery within the Admissions and Student Financial Planning Office. Must establish and maintain positive working relationships within department and the College of Law. Great people skills and professionalism are a must. Flexibility to work outside the normal assigned schedule when requested. Proficient in, Microsoft Office (Word, Excel, Outlook and PowerPoint). Banner experience a plus.

Please visit [http://www.law.stetson.edu/jobs](http://www.law.stetson.edu/jobs) Click on How to Apply to complete the secure online application and upload your resume. You may also mail your cover letter/resume/application and salary requirements to Human Resources Office at 1401 61st Street S, Gulfport, FL 33707 or email to hr@law.stetson.edu

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